

HR Weekly Podcast  
7/26/2007

Today is July 26, 2007, and welcome to the HR Weekly Podcast from the State Office of Human Resources. This week's topic is an update on the new statewide NEOGOV e-recruitment system that will replace the current HRIS state jobs page beginning September 12, 2007.

Phase 1 of the e-recruitment implementation required that agency representatives attend a two and half day training session to learn about the new system. Over the last several weeks, OHR staff has trained nearly 200 employees representing over 60 agencies throughout the State. The majority of training is complete, with a few more classes taking place in August.

In training, agency representatives have learned about three important roles in using the system. Participants have learned how to create requisitions online as a hiring manager, post a job opening and give final approval on a hire as an HR manager, and apply to a job posting as a job applicant. Phase 1 requires that HR managers function as the hiring managers in their agencies, until the agency is able to train their hiring managers on the system. Phase 2 training materials for agency hiring managers will be available online on OHR's website in early September.

Agencies have recently received a spreadsheet that asks for information about the HR users for each agency, including the divisions within the agency that the HR user will access. Agencies are encouraged to return the spreadsheet by August 1 so the new production environment can be updated with accurate agency information.

OHR encourages agencies to practice regularly in the e-recruitment training environment. Beginning in mid-August, OHR will have a call center available to assist agencies with any e-recruitment questions. The production site will be available to agencies approximately two weeks before September 12, to allow agencies to key the job postings for vacancies that will be effective on or after September 12. Agencies may want to delay posting vacancies that can be delayed until September 12, to avoid keying job postings in both the HRIS and NEOGOV systems.

In the next few days, OHR will have FAQs, training materials, and other information available to agencies under the Hot Topics section on our website. Agencies are encouraged to access this information to answer many of their questions and to train other HR staff on the new system.

All HR consultants have been trained to use the new e-recruitment system and are available to assist agencies with various concerns. If you have any questions regarding the new system or agency recruitment processes, please contact your HR consultant at 737-0900.

Thank you.